



FIRST AID POLICY

To be read in conjunction with the First Aid Guidance

Looks at roles & responsibilities & procedures within your schools & location of documentation

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1. Purpose

The aims of our first aid policy are to:

- ✓ Ensure the health and safety of all staff, students, and visitors
- ✓ Ensure that staff are aware of their responsibilities with regards to health and safety
- ✓ Provide a framework for responding to an incident and recording and reporting the outcomes

Badgerbrook Primary School are committed to creating a safe and secure environment for all.

This Policy should be read in conjunction with First Aid Guidance from LCC LTS, which can be found on Teams.

2. Scope

We provide first aid for staff, students, and visitors. First aid is always available when people are on site, and to groups who are undertaking off site activities.

3. Legal framework

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- ✓ The Health and Safety (First Aid) Regulations, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- ✓ The Management of Health and Safety at Work Regulations, which require employers to assess the risks to the health and safety of their employees
- ✓ The Management of Health and Safety at Work Regulations, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- ✓ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.
- ✓ The Education (School Premises) Regulations require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours

4. Scope

This policy applies to all persons on our School premises and to staff who have a duty placed upon them to actively monitor the implementation of this policy.

5. Roles & Responsibilities

Appointed person(s) and first aiders

The school's appointed person is Steph Holland. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an online accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- Our school's appointed person(s) and first aiders names are displayed prominently around the school.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- ✓ Ensuring that an appropriate number of appointed persons and trained first aid personnel are always present in the school
- ✓ Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- ✓ Ensuring all staff are aware of first aid procedures
- ✓ Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- ✓ Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- ✓ Ensuring that adequate space is available for catering to the medical needs of students
- ✓ Reporting specified incidents to the HSE when necessary

All Staff

All School staff are responsible for:

- ✓ Ensuring they follow first aid procedures
- ✓ Ensuring they know who the first aiders in school are-there are lists of first aiders in medical room, staff room and communal areas
- ✓ Completing accident reports on our online system for all incidents they attend to where a first aider is not called
- ✓ Informing the headteacher or their manager of any specific health conditions or first aid needs

6. First aid procedures

In-school procedures

A list of first aiders can be found on Teams and in the main school office

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury, and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider or nominated person in the school office will recommend next steps to the parents
- If emergency services are called, the headteacher or a member of SLT will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury or if it is a serious injury, speak to the Office Manager/Business Manager for the accident to be in put on AssessNET.

Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students

- Parents' contact details

Risk assessments will be completed by the headteacher prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits.

7. First aid equipment

A typical first aid kit at our school will include

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in every classroom, WAC, Staffroom and the main school office

8. First aid accommodation

The disabled toilet cubicle provides suitable and sufficient accommodation for first aid, according to the assessment of first aid needs identified.

9. Record-keeping and reporting

First aid and accident records

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form

- A copy of the accident report form will be kept for record keeping purposes
- Serious accidents to pupils, staff & stake holders will need to be input on AssessNet with as much detail as possible and must be updated regularly until the incident/accident has been closed out.
- Records held in the first aid and accident folder will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

10. Reporting to the Health and Safety Executive (HSE)

The Office Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR legislation.

The Office Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

Information on how to make a RIDDOR report is available here:
<http://www.hse.gov.uk/riddor/report.htm>

11. Training

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this.

The Office Manager will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

Headteachers & Office Managers must refer to the first aid needs risk assessment in the First Aid Guidance document to ensure the school has adequate first aid provision to carry out first aid to both adults & children.

12. Support, advice and communication

For more support or advice regarding this policy please contact Sam Adams
sadams@discoverytrust.org

Further guidance on First Aid can be found here [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/first-aid-in-schools)

13. Monitoring arrangements

The policy is reviewed every three years but monitored on an annual basis for any legislative or significant changes.

Office Manager will review this policy annually.